

Newington Fire & Rescue

80 Fox Point Road
Newington, NH 03801

Chief of the Department
Andrew Head

Assistant Fire Chief
Jeffrey LeDuc

Town of Newington, NH

SECRETARY Part-Time/Per Diem

The Town of Newington, NH is accepting applications for the position of Secretary (Part-Time/Per Diem). This position is responsible for providing administrative assistance to the Chief of the Department. The successful candidate should possess all skills necessary for fulfilling the duties of Secretary. Preference will be given to those possessing Fire and/or EMT certifications.

This position will fill the Secretary's schedule when the current secretary is unavailable. The successful candidate may be required to respond to emergency calls.

After review of applications, selected candidates will be contacted by phone and scheduled for an oral board interview.

Applications will be accepted until 20 March at 1700 hrs.

Please mail cover letter and resume to:

Jeffrey LeDuc, Assistant Fire Chief
Newington Fire and Rescue
80 Fox Point Road
Newington, NH 03801